



WILLIAM T FUJIOKA
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

April 12, 2011

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS:
INFORMATION TECHNOLOGY OCCUPATIONAL STUDY (PHASE II AND III) AND
OTHER INFORMATION TECHNOLOGY RELATED CLASSIFICATION ACTIONS
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This letter and accompanying ordinance will update the tables of classes of positions and departmental staffing provisions to further implement the findings of the Countywide Information Technology (IT) Occupational Study and related Information Technology positions.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the accompanying ordinance, amending Title 6, Salaries, of the County Code to reclassify 24 positions in the ValleyCare Network of the Department of Health Services (DHS) and 14 positions in the Internal Services Department as part of the ongoing implementation of the Countywide Information Technology (IT) Occupational Study and to reclassify two IT related positions in DHS - Administration, Revenue Services Section.

"To Enrich Lives Through Effective And Caring Service"

**Please Conserve Paper – This Document and Copies are Two-Sided
Intra-County Correspondence Sent Electronically Only**

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification and compensation recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification and compensation recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs (Attachments A, B, and C). This is a primary goal of the County's classification and compensation system. Positions reclassified upward and downward are consistent with the class concepts of the proposed classifications.

We are recommending these actions based upon generally accepted principles of classification and compensation. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

Countywide Information Technology Occupational Study – Phase II

Phase II of the Countywide IT Occupational Study covers the classification and allocation of supervisory and management IT positions. Previously, your Board has approved the creation of nine IT management and supervisory classifications along with four "principal" level IT classifications that reflect current-day information technology practices of public and private sector organizations. As Phase II is implemented, lower level information technology related positions are reviewed and are reclassified where appropriate.

Department of Health Services – ValleyCare Network

We are continuing with a phased approach as we implement Phase II findings in the various facilities and agencies within DHS (Attachment A). In restructuring these IT functions, we are establishing appropriate organization structures and making individual position allocations to facilitate the integration of IT work throughout Health Services. These actions also assist with the recruitment and retention of technical skilled staff and reduce reliance upon contract agency personnel. Specifically, we reviewed a total of 74 IT positions at Olive View/UCLA Medical Center and High Desert Multi-Service Ambulatory Care Center, of which 24 are being recommended for reclassification in this letter.

Countywide Information Technology Occupational Study – Phase III

Phase III of the Countywide IT Occupational Study will initially cover classification and allocation of non-supervisory and supervisory IT telecommunications and engineering related positions. As this study progresses, other IT positions related to computer operations support and IT Security will be included. Implementation of this portion of the IT Occupational Study will be in a phased approach as we review, in conjunction with the Chief Information Office, telecommunication, engineering, IT security and computer operations support functions assigned to classifications in various County departments.

Internal Services Department

We have reviewed the organizational structure and positions allocated to the Telecommunications Branch, Local Area Network/Wide Area Network (LAN/WAN) Division, Field Maintenance Section (Attachment B). The LAN/WAN Field Maintenance Section provides dispatched on-site moves/adds/changes, and troubleshooting and repair of local and wide area network equipment, as well as installs and replaces field network security and optimization systems. The work of this section is evolving technologically, requiring proficiency in configuring, troubleshooting, and operating hardware/systems which run network operations software more so than proficiency in electronics equipment and wiring repair. We have reviewed 23 technical and supervisory positions in the LAN/WAN Field Maintenance Section, of which 14 are being recommended for reclassification in this letter.

Department of Health Services – Administration

DHS has completed an in-depth study of the Charge Description Master function (also known as Chargemaster) within the DHS Office of Finance (Attachment C). Chargemaster is a centralized repository of all charges that are captured, billed and reported to regulatory agencies. The Chargemaster must be kept in compliance with Federal and State mandates, including the Center for Medicare and Medicaid Services (CMS), and impacts Health Service's multimillion dollar cost reimbursement system.

As part of this study, we are recommending the reclassification of two accounting related positions, currently assigned to the Revenue Services Section's Charge Description Master (CDM) Maintenance and Technical Unit, to professional IT positions. These positions serve as the IT technical experts and perform specialized systems analysis and design for the Department-wide Charge Description and Charge Master Management Systems. The positions are also responsible for providing IT technical leadership to hospital facilities including business automation planning, strategic planning, business process improvement and application development.

Implementation of Strategic Plan Goals

Your Board's approval of the accompanying ordinance will further the County Strategic Plan Goal 1 - Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County. These recommendations are in line with the Human Resources Transformation Strategic Initiative project.

FISCAL IMPACT/FINANCING

The projected budgeted costs for the 40 positions that will be reclassified are estimated to total \$487,691 (all funds). Net County cost is estimated to be \$6,844, all in the Internal Services Department. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate notifications have been made with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors
April 12, 2011
Page 5

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions and employees.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:EFS:SJM
SC:KP:ra

Attachments (3)

c: Executive Office, Board of Supervisors
County Counsel
Auditor-Controller
Human Resources
Affected Departments

n:\board letters and ordinances\2011\word chorn\04-05-11 info tech board letter.doc

ATTACHMENT A

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE II

RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS (All positions are non-represented unless otherwise indicated)

HEALTH SERVICES – VALLEYCARE NETWORK

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Application Developer II Item No. 2521A — <i>Represented</i> (N2M 92C)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
1	Computer System Operator Item No. 2490A — <i>Represented</i> (NM 70J)	1	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
1	Information Systems Analyst I Item No. 2590A — <i>Represented</i> (NM 89F)	1	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
1	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B)	1	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
1	Information Systems Manager I Item No. 2573A (NM 109H)	1	Information Technology Manager II Item No. 2571A (N23 S12)
3	Information Systems Supervisor II Item No. 2596A (NM 104B)	2	Information Technology Manager I Item No. 2565A (N23 S11)
		1	Information Technology Supervisor Item No. 2598A (NM 104H)

HEALTH SERVICES – VALLEYCARE NETWORK (continued)

No of Pos.	Present Classification	No of Pos.	Classification Findings
2	Information Technology Technical Support Analyst I Item No. 2545A — <i>Represented</i> (NM 83F)	1 1	Information Technology Supervisor Item No. 2598A (NM 104H) Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
6	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)	1 1 1 1 2	Information Systems Analyst II Item No. 2591A — <i>Represented</i> (NM 92B) Information Technology Specialist I Item No. 2569A (NM 109H) Network Systems Administrator II Item No. 2559A — <i>Represented</i> (NM 93F) Principal Application Developer Item No. 2526A (NM 103E) Senior Information Technology Technical Support Analyst Item No. 2547A — <i>Represented</i> (NM 91F)
1	Network Systems Administrator I Item No. 2558A — <i>Represented</i> (NM 89F)	1	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)
3	Senior Information Systems Analyst Item No. 2593A (NM 99E)	1 1 1	Principal Information Systems Analyst Item No. 2594A (NM 103H) Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B) Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)

HEALTH SERVICES – VALLEYCARE NETWORK (continued)

2	Senior Information Technology Technical Support Analyst Item No. 2547A — <i>Represented</i> (NM 91F)	1	Information Technology Technical Support Supervisor Item No. 2548A (NM 95F)
		1	Senior Application Developer Item No. 2525A — <i>Represented</i> (NM 97B)
1	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)	1	Departmental Information Security Officer I Item No. 2611A (NM 103E)
1	Supervising Data Control Clerk II Item No. 2660A — <i>Represented</i> (NMV 69H)	1	Information Technology Technical Support Analyst II Item No. 2546A — <i>Represented</i> (NM 87F)
24			

ATTACHMENT B

COUNTYWIDE INFORMATION TECHNOLOGY OCCUPATIONAL STUDY – PHASE III

RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS (All positions are non-represented unless otherwise indicated)

INTERNAL SERVICES DEPARTMENT

No of Pos.	Present Classification	No of Pos.	Classification Findings
9	Digital Systems Technician Item No. 6527A — <i>Represented</i> F \$6,094.04	2 7	Network Systems Administrator I Item No. 2558A — <i>Represented</i> (NM 89F) Network Systems Administrator II Item No. 2559A — <i>Represented</i> (NM 93F)
1	Section Manager, Information Technology, Communications Systems, ISD Item No. 2577A (NM 103A)	1	Section Manager, Information Technology, ISD Item No. 2578A (NM 109H)
1	Senior Digital Systems Technician Item No. 6526A — <i>Represented</i> F \$6,398.77	1	Senior Network Systems Administrator Item No. 2560A — <i>Represented</i> (NM 97F)
1	Senior Information Systems Support Analyst Item No. 2536A (NM 97E)	1	Senior Information Systems Analyst Item No. 2593A (NM 99E)
2	Supervising Digital Systems Technician Item No. 6529A — <i>Represented</i> F \$7,008.16	2	Principal Network Systems Administrator Item No. 2561A (NM 103H)
14			

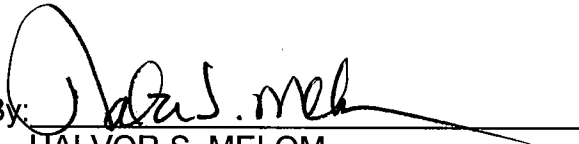
ATTACHMENT C**RECOMMENDED RECLASSIFICATIONS FOR IT POSITIONS**
(All positions are non-represented unless otherwise indicated)**HEALTH SERVICES – ADMINISTRATION**

No of Pos.	Present Classification	No of Pos.	Classification Findings
1	Principal Accounting Systems Technician Item No. 0668A (NM 98G)	1	Principal Information Systems Analyst Item No. 2594A (NM 103H)
1	Supervising Systems and Work Measurement Analyst II Item No. 0883A (NM 99A)	1	Senior Information Systems Analyst Item No. 2593A (NM 99E)
2			

ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Health Services and Internal Services.

ANDREA SHERIDAN ORDIN
County Counsel

By: 
HALVOR S. MELOM
Principal Deputy County Counsel
Labor & Employment Division

HSM:asv

Requested: 02-02-11
Revised: 03-10-11

ORDINANCE NO. _____

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

SECTION 1. Section 6.78.010 (Department of Health Services – Administration)

is hereby amended to delete the following class and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0883A	4	SUPVG SYS & WORK MEASMNT ANALYST II

SECTION 2. Section 6.78.010 (Department of Health Services – Administration)

is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
0668A	29 <u>28</u>	PRIN ACCOUNTING SYSTEMS TECHNICIAN
2594A	47 <u>18</u>	PRINCIPAL INFO SYSTEMS ANALYST
2593A	42 <u>43</u>	SENIOR INFORMATION SYSTEMS ANALYST

SECTION 3. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to delete the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
2521A	4	APPLICATION DEVELOPER II
2490A	4	COMPUTER SYSTEM OPERATOR
2573A	4	INFORMATION SYSTEMS MANAGER I
2545A	2	IT TECHNICAL SUPPORT ANALYST I
2558A	4	NETWORK SYSTEMS ADMINISTRATOR I
2660A	4	SUPERVISING DATA CONTROL CLERK II

SECTION 4. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to add the following classes and number of ordinance positions:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
<u>2611A</u>	<u>1</u>	<u>DEPTL INFO SECURITY OFFICER I</u>
<u>2565A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY MANAGER I</u>
<u>2571A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY MANAGER II</u>
<u>2569A</u>	<u>1</u>	<u>INFORMATION TECHNOLOGY SPECIALIST I</u>
<u>2598A</u>	<u>2</u>	<u>INFORMATION TECHNOLOGY SUPERVISOR</u>
<u>2548A</u>	<u>2</u>	<u>IT TECHNICAL SUPPORT SUPERVISOR</u>

<u>2526A</u>	<u>1</u>	<u>PRINCIPAL APPLICATION DEVELOPER</u>
<u>2594A</u>	<u>1</u>	<u>PRINCIPAL INFO SYSTEMS ANALYST</u>
<u>2525A</u>	<u>2</u>	<u>SENIOR APPLICATION DEVELOPER</u>

SECTION 5. Section 6.78.070 (Department of Health Services – San Fernando Valley cluster) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
2590A	4	<u>3</u>	INFORMATION SYSTEMS ANALYST I
2596A	4	<u>1</u>	INFORMATION SYSTEMS SUPERVISOR II
2546A	9	<u>8</u>	IT TECHNICAL SUPPORT ANALYST II
2559A	2	<u>3</u>	NETWORK SYSTEMS ADMINISTRATOR II
2593A	7	<u>4</u>	SENIOR INFORMATION SYSTEMS ANALYST
2560A	4	<u>2</u>	SR NETWORK SYSTEMS ADMINISTRATOR

SECTION 6. Section 6.81.010 (Internal Services Department) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS		TITLE
6527A	34	<u>22</u>	DIGITAL SYSTEMS TECHNICIAN
2558A	4	<u>3</u>	NETWORK SYSTEMS ADMINISTRATOR I
2559A	49	<u>26</u>	NETWORK SYSTEMS ADMINISTRATOR II
2561A	6	<u>7</u>	PRINCIPAL NETWORK SYSTEMS ADMIN

2577A	7	<u>6</u>	SECTION MANAGER,IT,COMM SYSTEMS,ISD
2578A	45	<u>46</u>	SECTION MGR,INFO TECHNOLOGY,ISD
6526A	3	<u>2</u>	SENIOR DIGITAL SYSTEMS TECHNICIAN
2593A	2	<u>3</u>	SENIOR INFORMATION SYSTEMS ANALYST
2536A	40	<u>9</u>	SENIOR INFO SYSTEMS SUPPORT ANALYST
2560A	38	<u>39</u>	SR NETWORK SYSTEMS ADMINISTRATOR
6529A	5	<u>3</u>	SUPVG DIGITAL SYSTEMS TECHNICIAN

SECTION 7. Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[ITRECLASSMAR2011KPCEO]